

SNS Supply Chain Dashboard

Manufacturers (Data Collection Weekly)

Quick Reference Guide

Quick Tips

Logging in to CIT

1. Access Secure Data Network (SDN) at <http://sdn.cdc.gov> and type your challenge phrase.
2. The **SDN Activity Page** displays.
3. Select **SNS Supply Chain Dashboard**. The **Purpose and Confidentiality Statement** page displays.

Note: If you do not have a SDN digital certificate, contact the PHIN Helpdesk using the contact information below.

Getting Help

Click [Help](#) on the navigation panel and then click [Online Help](#) to display the online help system.

Note: You may also access the Online Help system by clicking the [Need Help?](#) link at the top of each screen in the application.

Contact the **PHIN Help Desk**

Phone: (800) 532-9929

Email: PHINTECH@cdc.gov

Hours: M – F, 8:00 A.M. – 8:00 P.M. Eastern Time

Entering Manufacturer's Weekly Data

The following instructions explain how to enter the quantity on hand and available (not committed to customers).

1. If not currently displayed, click [Data Collection](#) in the navigation panel and click [Weekly Data Entry](#).
2. The information in the **Provider** field varies by user. Which type of user are you?
 - **Manufacturer:** The **Provider** field defaults to the business entity for which you are authorized to enter data.
 - **Global Administrator:** In the **Provider** field, select the manufacturing data provider for which you are entering data.
3. In the **Date as of** field, specify the date for which you are entering data.

Do one of the following:

- Enter the date in mm-dd-yyyy format.
- Click in the field to display a calendar, and then select the date.

4. Are you a **Global Administrator**?

- If **No**, continue to step 5.
- If **Yes**, in the **Copy From Date** field, specify the date you want to copy data from. Then,

Do one of the following:

- Enter the date in mm-dd-yyyy format.
- Click in the field to display a calendar, and then select the date.
- Click on the calendar object to display a calendar, and then select the date.

5. Click the **Go** button. The form to enter the data displays.

6. For each countermeasure, enter the current supply in the **Supply Qty** field.

7. Click the **Save** button. The system saves the information you entered.

8. Click the **Close** button to exit the system.